



**Scottish Vocational Qualifications  
Qualification Verification Summary Report 2021**

# **Construction Technician (now Technician)**

**Verification group number: 161 (now 711)**

## Introduction

This report is for Scottish Vocational Qualifications (SVQs) within VG 161 Construction Technician. A total of 13 different SVQs were externally verified by the team of seven external verifiers (EVs).

The SVQs were mostly delivered by private training providers. However, some colleges in Scotland and some centres in England and Wales also delivered the SVQs.

Due to the COVID-19 pandemic all external verification was conducted virtually using Microsoft Teams. As a result of this, sampling was restricted to **six** candidates per centre and **one** piece of evidence per candidate, uploaded to a secure location accessible to the EVs.

The following SVQs were externally verified during session 2020–21:

GJ19 24	Site Management: Building and Civil Engineering
GJ1C 23	Construction Site Supervision
GK7C 25	Construction Senior Management
GJ19 24	Site Management: Building and Civil Engineering
GL26 24	Contracting Operations Management: General
GC2F 23	Construction Site Supervision (Construction) Residential Development
GJ1A 24	Construction Site Management: Highways Maintenance and Repair
GJ1D 23	Construction Site Supervision: Highways Maintenance and Repair
GL92 23	Built Environment Design
GL24 24	Construction Contracting Operations Management: Estimating
GL8Y 24	Built Environment Design
GL23 23	Construction Contracting Operations: Surveying
GL27 23	Construction Contracting Operations: Site Technical Support at SCQF level 6

## Category 2: Resources

### **Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**

Almost all assessors and internal verifiers have the appropriate qualifications, occupational experience and competence to deliver the qualifications verified. Almost all assessors and internal verifiers have undertaken the required training and development to meet the requirements of the assessment strategy. Some assessors and internal verifiers are working towards assessor and verifier qualifications and provided evidence of registration and expected completion dates.

Almost all staff had CPD records which were well documented, but COVID-19 had a major impact on the ability of staff to undertake new activities.

### **Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.**

In almost all cases EV reports confirmed that the assessment environments were the candidates' places of work.

In accordance with the Consolidated Assessment Strategy, site selection checklists are used to confirm that the assessment environments are safe and conducive to assessment.

In all cases centres had devised assessment instruments using the National Occupational Standards (NOS). The assessment materials are presented in a more user-friendly format by centres to assist in the assessment process.

Some centres were not using a standardised approach to record their standardisation meetings using a set agenda. There was also evidence in some centres of direct observation not being used consistently with all candidates.

### **Category 3: Candidate support**

#### **Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.**

Almost all centres used comprehensive enrolment/registration systems which took account of candidates' development needs, prior achievements and suitability to undertake the qualifications.

Most centres use some form of a 'skills match' profile to identify candidates' prior achievements, prior experiences and current job role to establish and confirm the suitability of potential candidates to undertake the SVQ.

In many cases candidates' employers are consulted to confirm candidates' suitability for the SVQ. Where potential candidates undertake an SVQ as part of a modern apprenticeship, employers are most often involved in the candidate selection process.

#### **Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.**

In all cases it was evident centres produced assessment plans for each candidate. Assessor reports confirmed that scheduled contact takes place to review progress and revise assessment plans, where required.

Almost all centres had used technology to great effect during the COVID-19 pandemic to keep in contact with candidates. Candidate progress was severely affected by the pandemic but assessors managed to keep candidates engaged.

In most external verification visits verifiers were able to speak to candidates, employing a range of methods, confirming that satisfactory assessment arrangements were in place.

Some centres were not using effective matrixing systems or providing clear feedback for the candidate.

## **Category 4: Internal assessment and verification**

### **Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.**

EV reports confirmed that, in almost all cases, centres implemented their internal verification and assessment policies and procedures. Internal verification reports demonstrated a 'risk management' approach which complied with SQA's requirements.

Almost all centres have very clear and supportive guidelines for assessors, internal verifiers and candidates to follow, and advise them on their responsibilities. However, some centres did not have a clear, standard approach to mapping evidence to NOS/PCs/units. This made internal and external verification more time consuming and arduous.

Some centres did not have regular standardisation meetings which were officially recorded.

### **Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.**

All centres use the NOS to devise their assessment instruments for the qualifications being delivered.

Almost all centres have developed their own in-house style of assessment instrument which is a more user-friendly format of presenting the assessment requirements to candidates.

All assessors used a variety of assessment methods to generate evidence, including direct observation, question and answer, product evidence, witness testimonies and audio/video evidence.

In all cases assessment instruments and methods were valid, reliable, practicable, equitable and fair.

However, some centres were not clearly identifying the SQA award/unit numbers on their documentation. Also, some centres were not ensuring candidates were clearly identified in photographic evidence.

### **Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.**

Almost all centres were able to confirm the authenticity of candidate evidence through assessor reports.

Most of the evidence was generated through direct observation and also by assessor–candidate question and answer sessions conducted in the candidates' workplaces.

Assessors also had direct questioning sessions with candidates relating to product evidence submitted by candidates, to confirm authenticity.

Almost all centres have developed clear policies and procedures on malpractice and plagiarism and require candidates to sign a disclaimer regarding submitting only their own work.

**Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.**

In almost all cases, candidates' work had been accurately and consistently judged by assessors. In many cases, assessor reports were comprehensive in nature and provided good quality, supportive feedback to candidates.

However, in some cases assessors were not providing good, clear feedback to candidates, not uploading evidence to the appropriate locations, or not recording professional discussions as evidence.

Internal verifier reports, for many centres, provided good, clear and comprehensive feedback to assessors confirming accurate and consistent assessor judgement.

**Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.**

All centres demonstrated a thorough knowledge of SQA requirements on the retention of candidate evidence and associated documentation. Some centres retain documentation electronically and the candidates' hard copy scripts and portfolios are stored securely. There were no issues reported relating to the retention of evidence for the purposes of external verification review.

**Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.**

Almost all centres had minutes from standardisation meetings which had dedicated agenda items for the discussion of external verification reports. Any recommendations or actions were allocated to a member of staff with agreed timescales for completion.

## **Areas of good practice reported by qualification verifiers**

The following good practice was reported during session 2020–21:

- ◆ Staff undertaking qualifications in excess of SQA's minimum requirements
- ◆ Pre-requisite for candidates to undertake the Site Supervisor Safety Training course
- ◆ Centres supporting candidates during the COVID 19 pandemic using virtual technology
- ◆ Evidence of standardisation continuing during COVID using of virtual technology

## **Specific areas for development**

The following areas for development were reported during session 2020–21:

- ◆ Consistent approach to recording CPD and mapping to specific awards
- ◆ Standard approach to recording standardisation meetings
- ◆ Direct observation to be used for all candidates
- ◆ Internal verification sampling schedule to be created for each candidate
- ◆ Take more consideration of candidates' prior achievements
- ◆ Formalising feedback to candidates
- ◆ Clearer matrixing of candidate progress
- ◆ Conduct regular standardisation meetings
- ◆ More digital approach to internal verification required
- ◆ Formal and informal discussions recorded for standardisation purposes
- ◆ Ensure all evidence is uploaded to correct locations
- ◆ Professional discussions to be recorded as evidence towards meeting criteria.
- ◆ Use SQA award/unit numbers on assessment documentation
- ◆ Candidates to be clearly identified in photographic evidence